

## **FIRE CAPTAIN**

(Promotional class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory positions, the primary duty of which includes assisting superior officers in the management of all department operations on one shift, responding to emergency calls, keeping all fire equipment in working condition, assuming command at the scene of an emergency in the absence of a superior officer, and assisting in the training of subordinate employees. Employees of this class work with a high degree of independence and report to and have work reviewed by the District Fire Chief. This class ranks directly below that of District Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of one fire station for one shift. Evaluates the efficiency of response units following emergency incidents. Recommends management policies, goals, and objectives for the department. Monitors and evaluates local conditions which may become fire or safety hazards. Briefs incoming Fire Captain on all pertinent activities that occurred or those that will occur on the upcoming shift. Participates in special community projects designed to improve public relations or the image of the fire department.

Answers fire alarms from dispatcher, records all information, and supervises driving of fire apparatus to emergency scene.

Performs size-up at the fire scene, determines the nature and extent of the fire, the condition of buildings, danger to adjacent buildings, sources of water supply, and any other pertinent factors. Assumes command of fire ground operations until relieved by a superior officer. Directs attack and assists in confining and extinguishing the fire. Maintains communications between the fire scene and other authorized personnel and calls for assistance when needed.

Conducts fire extinguishment operations with primary regard for the protection of life and property, performing duties such as positioning equipment, performing search and rescue operations, directing firefighting personnel in laying of hose lines, ventilation, fire attack, administering first aid, and overseeing salvage and overhaul operations. Serves as safety officer at the scene of an emergency until relieved of command.

Secures the fire scene to prevent removal or damage of evidence of suspected arson. Searches for, protects, preserves, reports and maintains the chain of custody of any evidence of arson. Questions witnesses to a fire incident in order to collect information. Testifies in court when required.

Performs pre-fire planning inspections by visiting businesses, schools, and places of public assembly. Inspects commercial businesses and recommends corrections for unsafe practices and conditions.

Supervises the activities of a group of subordinate firefighters by performing duties such as inspecting equipment and personnel, giving work assignments, reviewing written reports, providing technical assistance, and overseeing and evaluating work performance of subordinates.

Provides training to subordinate employees by conducting classroom and on-the-job training. Conducts classroom training. Serves as a consultant for volunteers within the department or in departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire fighting efforts when required.

Provides for the maintenance of department records and reports, such as records of activity, inventory records, and NFIRS reports. Completes assigned records or reports necessary to document the activity of the department.

Inspects fire apparatus, equipment, and facilities to insure compliance with departmental maintenance standards. Provides for the repair and maintenance of apparatus and equipment. Directs Fire Driver to perform daily radio checks.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of Operator with at least two (2) years in that class immediately preceding the closing date for application to the board.

Effective January 1, 2017, prior to the closing date for application to the board, must possess certification as Fire Service Instructor I, Fire Officer I, and Incident Safety Officer.

The above certifications must be accredited by the National Board on Fire Service Professional Qualifications (Pro Board) or the International Fire Service Accreditation Congress (IFSAC).

In the event that an employee feels he or she was not given a fair opportunity to achieve his or her promotional requirements, he or she must appeal to the board within 15 days after the rejection of his or her promotional application.

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